

Barnes & Noble NOOK: e-book tip sheet

Part I: Preliminary Steps

1. Make sure you have a San Diego County Library card with a PIN set on your account. If you don't know your PIN, contact your local branch for assistance.

Part II: Adobe Digital Editions

1. Using your home computer, go to the library's website: www.sdcl.org. Click on the "downloads" link on the left side of the page, select "ebooks," and then select "OverDrive."
2. On the left, there is a purple bar. Scroll down past the browsing options until you see links for "OverDrive Media Console" and "Adobe Digital Editions". Click on "Adobe Digital Editions". Click again on "Download Adobe Digital Editions" (there is a brown icon with an open book).
3. A new window will open up and take you to Adobe's site. Follow the directions from Adobe to download and install Adobe Digital Editions.
4. Adobe Digital Editions will open after it has been installed on your computer. The first time it opens, it will prompt you to authorize your computer with Adobe. You will need an Adobe ID to do this. If you already have an Adobe ID, you can enter it now. If you do not, click on the link provided to create an Adobe ID. Your computer will open a web page to Adobe's site and you can follow the instructions to create an ID.
5. Once you have authorized your computer, you will be able to check out and download titles.

Part III: Browsing and Checking Out e-Books

1. Return to the OverDrive site. On the left, the purple bar will allow you to search for a title or author, or browse by genre. Be aware that the site also has downloadable audio books and videos, so make sure that you are browsing for ebooks.
2. Once you have found an ebook you want to check out, check the beige-colored bar at the bottom of the entry to make sure it is available as an Adobe EPUB EBook.
3. If the book is currently available for checkout, it will say "Add to Digital Cart" on the right side of the beige bar. Click on "Add to Digital Cart" to check the item out.
4. If the item not currently available but can be placed on hold, it will say "Request this Digital Item". Click "Request this Digital Item" to place a hold. The system will guide you through entering your library card number and PIN and email address. You will receive an email with a link when the item becomes available for you to check out. Click on the link provided in the email to check out the item.
5. The item will be added to your digital cart. Click on "Proceed to Checkout" to check out your book.

6. You will be prompted to enter your library card number and PIN – you must have a PIN to check out ebooks. Additionally, if your card is expired, you will not be able to check out your book and will need to contact your local branch to renew your card.
7. Select your loan period from the drop down list. The system will default to 14 days, but you can select 7 or 21 days. You will not be able to renew your ebook, nor can it be overdue. The system will automatically return your book on the due date. Click “Confirm Checkout”.
8. If you have already installed Adobe Digital Editions and authenticated your computer (see Part II above), click on “Download”. If you have not installed Adobe Digital Editions, click on “Click here to download the software needed to use this Adobe EPUB eBook title” and follow the instructions in Part II to download the software.

Part IV: Downloading e-Books

1. After you click on “Download”, your computer may ask which program you want to use to open the file. Select “Adobe Digital Editions”. Adobe Digital Editions will open and you will see your book being downloaded.
2. After your book has downloaded, Adobe Digital Editions will automatically open it for you to read. You need to select the “Bookshelf” in the top left-hand corner of the Digital Editions window. It will take you back to the bookshelf which shows all of your Digital Editions books in the center and has a bar on the left of various “shelves” you can use to organize your books.
3. Plug your Nook into a USB port on your computer using your USB cable. The cable should have come with your Nook to be used as a power cable. The electrical plug can be removed and that end can be plugged in to a USB port on your computer.
4. An icon representing your Nook should show up under the other “shelves” on the left side of the Digital Editions screen. If it does not, try closing out of Digital Editions and opening it again – some computers may require this.
5. Click and drag your ebook over to the Nook icon. There should be a little green plus sign next to your cursor when you’re at the right place. The book will start transferring to your Nook.
6. Eject your Nook from your computer when the book has finished transferring. Your book will not show up with the other books you have purchased from Barnes & Noble on your Nook. Depending on which Nook you have, it will be in your “My Documents” or “My Files” folder, sometimes in a folder labeled “Digital Editions”. This varies with different types of Nooks, you may need to explore a little to find it.